

**Voluntary Protection Program  
Meeting Minutes  
March 26, 2009**

**Attendees:**

Org Code	Manager	Worker
HS-1.1		
HS-1.2		
HS-1.3	Brice Cook	
HS-1.4	Tracey Berry	
HS-10		
HS-20	Colette Broussard	Duli Agarwal
HS-30		Paul Lin
HS-40		
HS-50		
HS-60		
HS-70		Rick Faiver
HS-80		
HS-90		Fletcher Whitworth
ProForce	---	Mike Hamar
NTEU		
MA		---
EAP		
Advisors		
Guests		

**Safety Share**

Provided by HS-70 – Rick Faiver

We should be aware of ladder safety. Fifteen percent of injuries and deaths are due to ladder falls. Questions we should ask ourselves before using a ladder are:

- What condition is the ladder in?
- Is this the right ladder for the job?
- Is this ladder high enough for the job? If it is not, this poses a safety hazard.

Check to see if the ladder is intact and free of grease, splinters, burrs, bends and dents. Also be aware of the ladder's weight limit. Make sure the safety feet are in place, the bolts are secure, any ropes are not torn or frayed, and the hinges and locking tray work properly and are locked upon opening.

There are five types of ladders:

Ladder Type	Duty Rating	Description
Type 1AA	375 lbs.	Extra Heavy-duty industrial ladder
Type 1A	300 lbs.	Heavy-duty industrial ladder
Type 1	250 lbs.	Heavy-duty industrial ladder
Type 2	225 lbs.	Medium-duty commercial ladder
Type 3	200 lbs.	Light-duty household ladder

Items to remember are:

- Keep your feet on the surface of the ladder
- Make sure the base tread is held in place
- Avoid the top two steps
- Keep the ladder at a safe angle (typically, ¼ of the ladder's working height)
- Never have more than one person at a time on the ladder
- Do not stretch or lean while using the ladder

For more information on ladder safety, check out the following links:

<http://www.cdc.gov/nasd/docs/d001701-d001800/d001706/d001706.html>

[http://www.homesafetycouncil.org/safety\\_guide/sg\\_ladder\\_w001.aspx](http://www.homesafetycouncil.org/safety_guide/sg_ladder_w001.aspx)

<http://www.cpsc.gov/CPSCPUB/PUBS/ladder.html>

The safety share for the next meeting is to be provided by HS-60.

### **Meeting Minutes**

The minutes from the February 26, 2009 meeting were approved as amended.

### **Items Discussed**

#### **Meeting with HS-1**

On March 27, 2009, Colette Broussard and Fletcher Whitworth will be meeting with Mr. Podonsky to provide him with a status of the HSS VPP efforts and the interface with FEOSH. Bill Roege, Chuck Lewis and Andy Lawrence will also be present.

Items to be discussed with HS-1 include:

#### **1. Committee Member Attendance**

##### **A. Resignations/Retirements**

Attendance is dwindling due to resignations and retirements. To address this problem, having a dedicated group of 3 - 5 people to focus on HSS VPP activities

(e.g., work with FEOSH group to deal with issues identified in the safety break survey, maintain the information on the HSS VPP website, and solicit volunteers to be on sub-committees) is recommended.

It is recommended that this dedicated group be appointed for a three-month trial period; although this probably is not enough time to accomplish much.

Email additions/corrections to Colette Broussard for the agenda to be revised for tomorrow's meeting.

#### B. Work Load Precludes Consistent Participation

There needs to be management support of the staff participating in HSS VPP activities. For example, the HSS VPP website has been created, but maintaining the contents has been an issue due to staff workloads. Management needs to be educated and informed of the activities/commitments of staff so that they can ensure participation.

#### C. Educate Management

The Committee members need to provide continuous feedback to their management. It is the Committee members' responsibility to inform management of HSS VPP activities and their commitments to the various activities.

### 2. Safety Culture Day (Committee Update)

This Committee has arranged for a HSS/VPP-sponsored picnic at High Point Farm on June 3, 2009. The cost will be approximately \$15-\$20 per person. It is expected that it will be similar to an all-hands meeting. There will be vendors/exhibitors. In order for this event to be successful, it needs a lot of visibility by management. The HSS staff should be notified by management. It needs top-down support.

Regarding ProForce participation in this event, there are approximately 150-180 officers that will not be able to participate due to the nature of their work. Fletcher Whitworth and Mike Hamar will talk off-line to discuss how to handle this situation.

**Action Item:** Colette Broussard will prepare meeting minutes from the meeting with Mr. Podonsky and distribute them to the HSS VPP Committee members.

#### **Safety Survey Task Group Status**

Candy Sanchez (HS-50) is the HSS VPP Committee member that is working with the FEOSH group to address the issues identified with the safety break survey. An update will be provided at the next meeting.

### **HSS VPP Globe Men (Buzz)**

The ProForce people have not received globe men. Mike Hamar stated that he would need approximately 230 globe men for the ProForce staff.

**Action Item:** PEC will research the cost for ordering additional globes (Buzz mascots).

**UPDATE:** To order 250 Buzz mascots, the cost will be \$662.50 plus shipping and For 500, it will be \$1305.00 plus shipping and tax

ProForce also needs HSS VPP pins for its 230 staff. Extra pins will be returned to Colette Broussard and will be distributed to the ProForce staff who completed the office survey.

### **Next Meeting –**

The next meeting is April 23, 2009 in GTN Building Room TBD from 10:00 am – 12:00 pm. Call-in number will be distributed with the invite.